Derek:

It is me, I am he regional POC for Outlook.

I think you want to create a "shared mailbox", right? If you submit the following information, I will coordinate to create a shared mailbox for you.

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1. **Full name of the shared mailbox** (how it appears in the address list) Email Address will be:
   (ex. R6_name@epa.gov):
2. **Owner of the shared mailbox** (go to person for help on mailbox and grants access to others):
3. **Division/Program Office the shared mailbox owner works for**:
   (ex. Superfund)
4. **Alternate Owner** (same as above):
5. **Members** (allowed access to the shared mailbox):
6. **Reason for shared mailbox:**
7. **Internal or External Routing** (EPA mail only or external mail routing too):
8. **Name of your Division**:

Thank you.

Maggy

From: Ragon, Derek
Sent: Friday, August 25, 2017 8:42 AM
To: Nelson, Thomas ; Shyu, Maggy
Subject: Incident mailboxes

Tom/Maggy,

Not sure who is over Outlook these days. My question is what level of capability do we have, in Outlook, to create Incident Mailboxes the way we did in years past using Notes. I've gotten conflicting information in the past, so I thought it best to ask you. Appreciate your pointing me in the right direction.

Thanks,

Derek

P. Derek Ragon

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